



Waterford School District
Purchasing Department

Request for Proposal

Date:	May 2, 2025	Project:	Facilities Utilization Study 2025
Project Number:	WSD 25.01		

Response Due Date and Time:	May 15, 2025 at 2:00 p.m. Local Time
Submit Response to:	All proposals, required forms, and pricing shall be submitted electronically on BidNet Direct (https://www.bidnetdirect.com)
Submit Questions to:	Requests for clarification shall be submitted through BidNet Direct and all responses will be released as addendum within the online posting.
Description of Procurement:	Facilities Utilization Study 2025

Estimated Project Timeline:

Release of RFP:	May 2, 2025
Site Walk-through and Pre-Bid Meeting:	None
Online Requests for Clarification Deadline:	May 8, 2025 by 5:00 p.m. Local Time
Release of Addenda with RFC Answers:	May 12, 2025
Bid Due Date:	May 15, 2025 at 2:00 p.m. Local Time
Anticipated Board of Education Bid Award:	June 19, 2025
Project Completion Date:	September 30, 2025

→Notice: *The right to modify the project timeline is held by Waterford School District in absolute discretion.*

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Information to Bidders

Overview

Waterford School District, known herein as “Owner” or “District”, is requesting proposals from qualified firms to conduct a districtwide Facilities Utilization Study to evaluate the efficiency of the district’s usage of its facilities. The District currently operates nine elementary schools, two middle schools, two high schools, one special education center, one early childhood center, one alternative high school, and one facility, Children’s Village, for adjudicated youth. The District consists of 23 buildings: 19 school buildings and 4 support buildings that cover approximately 1.7 million square feet.

Project Purpose and Expectations

The Facilities Utilization Study will identify current conditions and consider possible future offerings to recommend detailed actions to optimize district resources and maximize efficiency of district facilities and operations. Recommendations are to maximize opportunities for student achievement and provide for the best instructional programming possible within the School District’s financial resources.

Previous experience in providing Facilities Utilization study services for the Pre-K – 26 educational field is required to submit a proposal. Interested firms are requested to submit their proposals based on the criteria noted below for consideration. Refer to **Attachment A: ‘Summary of Owned Buildings’**, for a list of district facilities.

Qualification responses to be submitted in the following format:

- A. **Company History:** Describe your firm’s history of providing Facility Utilization Study services. List the number of years your firm has been providing Facility Utilization services. In particular provide describe your firm’s experience in providing Facility Utilization services to K-12 and Michigan clients.
- B. **Company & Team Experience:**
 1. Provide a list of completed Facility Utilization studies including any current programs that you are working on. In particular, highlight projects completed in Michigan. Provide the following program information for each project:
 - a. Client name & Location
 - b. Contract amount
 - c. Scope & duration of the program
 2. Provide a list of key personnel that will be assigned to this implementing and overseeing this program. List their title and describe their role in the proposed program.
 3. Include relevant information regarding their experience and involvement participating with and managing Facility Utilization program and services.

C. Approach:

1. Describe in detail your firm’s process, scope and approach to providing a comprehensive Facility Utilization study.
2. Describe your measurement, data collection and data verification process.
3. Describe your process for communicating and presenting your findings.
4. Provide a list of the costs and fees associated with your effort in providing a comprehensive Facility Utilization study. Along with your fee proposal, please provide cost information on the following: a) current hourly charge rates for your staff and personnel, b) overhead costs, c) profit and fees, etc. that will be charged to projects or any part of the program.

D. References: Provide a list of references from completed projects.

Timeline

The expected timeline is as follows:

Release of RFP:	May 2, 2025
Site Walk-through and Pre-Bid Meeting:	None
Online Requests for Clarification Deadline:	May 8, 2025 by 5:00 p.m. Local Time
Release of Addenda with RFC Answers:	May 12, 2025
Bid Due Date:	May 15, 2025 at 2:00 p.m. Local Time
Anticipated Board of Education Bid Award:	June 19, 2025
Project Completion Date:	September 30, 2025

Selection Process and Owner’s Rights

The Owner reserves the following:

1. To reject any or all proposals without compensation to the bidders and to waive any or all variances, irregularities, or informalities in the bid package.
2. In the event that all acceptable proposals exceed the owner’s budget, the Owner reserves the right to negotiate a contract with the lowest and best acceptable bidder or any other one of the acceptable bidders.
3. To select more than one firm.

The submitted proposals will be evaluated on criteria described in the ‘Project Purpose and Expectation’ Sections.

- Company History
- Company & Team Experience
- Approach

- References

The firm that demonstrates the most comprehensive responses to the requested criteria, will be selected to move forward with in the process of providing Energy Savings Performance Contracting services for the district. Upon reviewing the submitted proposals, if the District deems necessary, the District may elect to invite some firms to present their qualification information in person, and to answer questions, in order to assist in selecting a firm.

Award of Contract

Project is expected to be approved by the Waterford Schools District Board of Education on June 19, 2025. Please note the project will not necessarily be awarded to the lowest bidder or lowest price. Waterford School District reserves to award the project to the most qualified bidder based on the criteria noted. A contract will be drafted and provided for both parties to agree upon.

Bid Due Date and Proposal Submission Requirements:

1. All proposals, required forms, and pricing shall be submitted electronically on BidNet Direct (<https://www.bidnetdirect.com>) **no later than 2:00 p.m., local time, May 15, 2025** (the "Due Date".) No oral, telephonic, or facsimile proposals will be considered.
2. WSD will not consider or accept any late Bids received after the Due Date specified within the RFP. It is the sole responsibility of the Bidder to ensure their proposal is entered completely and forms are uploaded on BidNet Direct before the closing date and hour indicated within the RFP. Bidders shall plan ample time to respond to all requirements and input all requirements. WSD is not responsible for any delivery delays.

Qualification of Bidder

1. The Owner reserves the right to request qualification information from any bidder before issuing documents, receiving bids or awarding a contract. The Owner may, at its sole discretion, accept or reject bidders as qualified. The right to waive any informalities in qualification materials is reserved by the Owner. The Bidder, in submitting his/her bid, agrees to accept the decision of the Owner as final.
2. The submitters shall provide full disclosure of all existing client relationships that currently or prospectively may give rise to conflicts of interest and disqualification as governed by the codes of rules of professional responsibility and conduct.

Sole Bidder

1. It is the Owner's intent that this request for proposal permits competition. It shall be the proposal respondent's responsibility to advise the Owner, in writing, if any language, requirements, scope specifications, etc., or any combinations thereof, inadvertently restricts or limits the requirements stated in this Proposal, to a single source. Owner shall receive such notification no later than five (5) days prior to the date set for acceptance of proposals.

2. If only one proposal is received in response to this request for proposal process (RFP), an evaluation and/or audit shall be performed of the submitted response in order to determine if the respondent's proposal submission is fair and reasonable.
3. The Owner reserves the right to cancel the proposal submission process, or reschedule the proposal opening, if there is only one proposal received. The decision by the Owner will be final.

Addenda

1. Each bidder shall ascertain prior to submitting their bid that they have received all addenda issued.
2. Addenda notices will be sent to all who are known by the Owner to have a set of contract documents. Copies of addenda will be made available for inspection wherever contract documents are on file for that purpose.

Bid Bond

Not required.

Sales Tax

1. Owner is exempt from all taxes. A tax exemption certificate will be issued upon request.

Method of Ordering

1. Issuance of a written purchase order by the Purchasing Department is the method of ordering product or services. All vendor invoices and packing/delivery tickets must include the purchase order number.

Payment

1. Payment to be made from Vendor's invoice, and a copy of the signed delivery invoices, submitted to cover items received and accepted during the billing period. Invoices must contain the purchase order number under which the contract is awarded.
2. Invoices shall be delivered to Waterford School District, 501 N. Cass Lake Rd., Waterford, MI. 48328. Invoices should be emailed to the Account Payable Dept at: WaterfordSchoolsAP@wsdmi.org.

Familial Relationship Disclosure

1. All bidders shall provide familial disclosure in compliance with MCL 380.1267 and attach this information to the bid proposal. The bid proposal shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the bidder or any employee of the bidder, and any member of the Board of Education of the school district, or the Superintendent of the school district. The District will not consider a bid proposal that does not include this sworn and notarized statement.

Iran Economic Sanctions Act

1. Each bid must be accompanied by a sworn and notarized statement certifying that the Contractor is not an “Iran linked business” within the meaning of the Iran Economic Sanctions Act.

Withdrawal or Revision of Bid Proposals

1. A bid may not be modified, withdrawn or cancelled by the bidder for ninety (90) calendar days following the time and date designated for the opening of bids, and bidder so agrees in submitting his/her bid.

Acceptance and Rejection of Bid Proposals

1. Low bid price is not always the determining factor in the awarding of the bid. Other factors considered may include, but not be limited to, the following: delivery and/or completion time, judged quality of product, past performance, inventory availability, financial stability, and references.
2. The Owner shall have the right to waive any informality or irregularity in any bid received and to accept bids which, in their judgment, are in their own best interest.
3. The Owner shall have the right to accept or reject alternates in any order or combination and to determine the apparent low bidder on this basis.

Post-Bid Information

1. After the proposals are received, tabulated, and evaluated by the Owner, the apparent lowest qualified respondent shall meet with the Owner at a post-bid meeting if requested by Owner.
2. The Owner reserves the right to request additional information from the firms’ submitting proposals for evaluation criteria, as needed.

Agreements

Owner reserves the right to reject any and all proposals and to waive informalities and irregularities in bidding.

Owner also reserves the right to withhold proposals for a period of time (90 days) from bid closing date.

Owner reserves the right to accept or reject any or all proposals in whole or in part, or to waive any informalities therein. If in the Owner opinion it is in their best interest, the contract may be awarded to the firm other than the lowest proposal.

If award is made, Bidder agrees to enter into an Agreement with Waterford School District to furnish services, in strict accordance with this proposal and its specifications.

FAMILIAL DISCLOSURE AFFIDAVIT OF BIDDER

The undersigned, owner or authorized officer of _____ (the bidder/contractor), pursuant to the familial disclosure requirement provided in the Request for Proposals, hereby represent and warrant, except as provided below, that no familial relationships exist between the bidder/contractor or any employee of the bidder/contractor, and any member of Waterford School District Board of Education, the Superintendent and/or any Waterford School District Administrator.

The members of the Waterford School District School Board are: Kristen Wagner, John Paul Torres, Michael Ristich, Pat Donohue, Elizabeth McGregor, Robert Petrusa, Jr., and Kim Soncrainte.

The Waterford School District Interim Superintendent is: Lisa Eldredge

The following are the bidder’s familial relationship(s) with Waterford School District Schools:

Bidder/Contractor Employee Name Related to:

- 1 _____
- 2 _____

(Attach additional pages if necessary to disclose all familial relationships.)

There is no familial relationship that exists between the bidder/contractor and/or any employee of the bidder and any member of the Waterford School District Board of Education, Superintendent, or Administration.

Bidder: (Company Name)

By:

(Signature)

(Title)

This instrument was acknowledged before me, a Notary Public, in and for _____ County, _____ on this _____ day of _____, 20____.

SS:

(Notary Public Signature)

My Commission expires: _____

Acting in the County of: _____

Certification of Compliance – IRAN ECONOMIC SANCTIONS ACT
(MICHIGAN PUBLIC ACT NO. 517 OF 2012)

The undersigned, the owner or authorized officer of the Below named Firm, pursuant to the compliance certification requirement provided in the Waterford School District (the "School District") Request for proposal, hereby certifies, represents and warrants that the Bidder (Including its officers, directors and employees) in not an "Iran linked business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event Firm is awarded a contract as a result of the aforementioned RFQ, the proposing firm will not become an "Iran linked business" at any time during the course of performing the Work or any service under the contract.

The responding firm further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more the \$250,000.00 or 2 times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the School District's investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to submit bid or submit a proposal response to a request for bid (RFB) or request for proposal /qualification (RFP or RFQ) for three (3) years from the date that it is determined that the person has submitted the false certification.

Name of Company

Name and Title of Authorized Representative

Signature

This instrument was acknowledged before me, a Notary Public, in and for _____ County, _____ on this _____ day of _____, 20____.

SS:

(Notary Public Signature)

My Commission expires: _____

Acting in the County of: _____

Attachment A: Summary of Owned Buildings and Sites